



Student Overnight Travel Policy

POLICY

Channing Hall allows for travel by students, staff supervisors and supervising parents/volunteers to support and enrich students' educational experience. The educational purpose of long distance/out of state/overnight travel must be clearly defined in each travel request and must relate directly to the educational objectives of Channing Hall.

I. Requirements

- A. The Head of School shall be responsible for coordinating development of student activity and travel plans according to the following criteria:
- B. Whenever possible, student activities shall be scheduled in proximity to Channing Hall and the need for long distance/out of state/overnight travel avoided. Staff must show why the requested activity experience cannot be obtained in proximity to the school.
- C. As a general rule, the Channing Hall Board will not accept requests for travel outside the continental United States. There may develop, on rare occasions, the compelling rationale for essential travel of this nature. If this becomes the case, the Head of School may request of the Board by demonstrating in writing clear educational benefit of the travel and that all appropriate safety considerations have been addressed. The Head of School (and teachers involved) should be prepared, upon Board request, to appear before the Board for explanation and/or clarification of an appeal of this nature, if necessary.
- D. Supervision for student travel must be provided at a ratio of one responsible adult (age 21 years or older) per five-eight students (with the specified ratio for the given trip to be included in the proposal). However, there must always be at least two supervisors regardless of the total number of students traveling. All supervisors must be authorized in advance of the trip by the Head of School. Supervisors shall be primarily advisers and parents. The number of supervisors and chaperone parents/volunteers will be based on various factors including: age of the students, type of travel (vehicles needed, distance, travel destinations), special needs students involved, other factors—as determined by the Head of School.
- E. Long distance/out of state/overnight travel is strictly optional. Students who, for any reason, do not participate in activity travel shall not be penalized. Nonparticipation shall not impact grades or the students' status in the class or organization.
- F. Travel participants are expected to pay for the travel and all travel-related expenses. The expenses may be covered by fundraising, or financed by vocational or other state or federal monies designated expressly for the activity.
- G. The exception to I.E., above, is for students who are fee waiver eligible if the travel is sponsored or supported in more than an inconsequential way with school funds. If the school advertises the travel through school classes or personnel, collects funds for the

travel, provides transportation for the travel, takes place during regular school time, uses employee/supervisors during school time or in any other way supports or sponsors the travel, the total expenses of students who are eligible for fee waivers must be covered by the school.

II. Procedures

- A. As a standard practice, travel requests shall be delivered to the Head of School no later than 60 days prior to the proposed trip (120 days if school fundraising is required).
- B. The travel request shall include:
 1. The name or names of those requesting the trip
 2. The purpose of the trip (including how the trip fulfills specific Channing Hall educational objectives)
 3. A description of how the trip fulfills compelling educational objectives that cannot be satisfied without the trip
 4. A detailed itinerary of all activities (including travel schedules, modes of transportation)
 5. The grade levels or student groups invited to participate
 6. A detailed breakdown of all required costs—covered by the school and per student, including but not necessarily limited to:
 - a) Travel
 - b) Housing
 - c) Meals
 - d) Registration fees, if applicable
 - e) Commercial insurance coverage (if not included in the package)
 - f) Other, e.g. event admissions, student fees that will cover supervisor/chaperone expenses, if applicable
 - g) The cost of substitutes for advisers who will accompany traveling students must be included as part of the travel expense and must be paid by either the travel participants or the individual adviser.
 7. If fundraising will be part of the plan, a description of the fundraising plans. Generally, fundraising should be limited to non-Channing Hall families.
 8. Evidence of Insurance coverage both for individual travel participants (adults and students) and any additional insurance, if or as recommended by Utah State Risk Management
- C. The Head of School shall review the request and shall initially grant or deny the request. Only requests granted initial approval by the Head of School shall be brought for consideration before the Board. For requests receiving initial approval, the Channing Hall Board shall grant final approval or denial.
- D. Upon final approval by the board, a parent/guardian meeting must be held to address the following:
 1. The complete approved itinerary and cost breakdown must be distributed
 2. All necessary forms will be provided and completed at this meeting
 3. A notarized statement from each parent/guardian granting the adviser permission to seek medical treatment for a student, in the event of an emergency, must be provided at the parent meeting or prior to the commencement of the trip.

III. Authority to Cancel

- A. The Channing Hall Board reserves the right to cancel trips for safety reasons or for any other reason deemed appropriate by the Board.